



Application for Employment
(Please Print)

The City of Neosho is an Equal Opportunity Employer – All qualified candidates will receive consideration without regard to race, color, religion, sex, sexual origin, national origin, protected veteran status, ancestry, political belief, marital status, physical or mental disability, or any other characteristic protected by law. Standard essential job functions are necessary with or without reasonable accommodation. Incomplete information could disqualify you from further consideration. Please complete ALL fields.

Date of Application: _____

I. PERSONAL INFORMATION:

Name: Last First Middle

Present Address (include both temporary and permanent address if more than one)

Email address

Home Telephone Cellular Phone Message/Alternate Telephone

This employer participates in the *E-Verify* program under the Department of Homeland Security and USCIS. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity per the Federal I-9 Guidelines within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed by the City?

3. How did you hear about us? ___ Walk-in ___ Advertisement ___ Facebook ___ Referral ___ Other (please specify)

4. Are you at least 18 years of age? _____
Seasonal Employees: Are you at least 16 years of age? _____

5. Have you been terminated from employment or asked to resign by any employer? ____ Yes ____ No

If yes, please provide company names and details: _____

(Use separate sheet of paper if necessary)

II. EDUCATIONAL HISTORY (*If using for Employment Purposes, a sealed transcript must be mailed from your school directly to us for consideration).

School Name / Location / Degree / Diploma

Elem/Jr. High: _____

High School: _____

College: _____

Tech. Training: _____

Other: _____

III. MILITARY RECORD (Please include a copy of your Long Form DD-214)

Branch of Service	Dates of Service
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Type of Discharge: _____

IV. EMPLOYMENT RECORD (Please include all employment history starting with the most current for the last TEN years with no gaps in service. Please explain any gaps such as unemployment, etc. Incomplete information could disqualify you from further consideration.)

From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$ _____	Wage		

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$_____ Wage			

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$_____ Wage			

Summarize the nature of work performed and job responsibilities:

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From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$_____	Wage		

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

V. WORK AVAILABILITY:

1. If your application receives favorable consideration, when will you be available to begin work?

- 2. Do you have any objection to working overtime? () Yes () No
- 3. Can you work overtime without prior notice? () Yes () No
- 4. Can you work on Saturday? () Yes () No
- 5. Can you work on Sunday? () Yes () No
- 6. Can you travel if required by this position? () Yes () No

VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$_____ per _____

VII. AGREEMENT:

It is our policy to check professional or personal references as part of our hiring process. This may include contacting your character reference, former employers, as well as other business associates. We will ask a series of questions about your work experience, character, education, financial responsibility and/or personality.

PLEASE READ CAREFULLY BEFORE SIGNING:

The City of Neosho, MO is an Equal Opportunity Employer. The City of Neosho, MO does not discriminate in employment on account of race, color, religion, sex, sexual origin, national origin, protected veteran status, ancestry, political belief, marital status, physical or mental disability, or any other characteristic protected by law.

I understand that neither the completion of this application nor any part of my consideration for employment establishes any obligation for the City of Neosho, MO to hire me. If I am hired, I understand that either the City of Neosho or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Neosho has the authority to make assurance to the contrary. ***I also understand that I can be terminated at any time during my employment if the City of Neosho, MO finds information in my application that is false or misleading.***

Signature

DATE

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby, authorize human resources personnel for the City of Neosho, or any Police Officer or other authorized representative of the Neosho Police Department bearing this release, or copy thereof, within one year of its date or if employed, within the term of my employment; to obtain any information in your files pertaining to my employment, military, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Neosho Police Department. Consent is granted for the Neosho Police Department to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by State Statute or regulation. I have been advised the Neosho Police Department will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature

DATE

Printed Name: _____

Social Security Number: _____

Date of Birth: _____

Current Address: _____

Telephone Number: _____

Driver's License Number: _____ State _____

Witness: _____

To All Applicants:

The information requested above is used to assist in the completion of a background investigation. The information will be maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation.

I have received a copy of my Summary of Rights under the Fair Credit Reporting Act.

Para información en Español. Visite www.ftc.gov/credit o escriba a la
FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). **Here is the summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA you may be able to sue in state court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associates, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associates, or credit unions also should list, in addition to the CFPB</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357</p>
<p>2. To the extent not included in 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air Carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division-Dept. of Transportation 1200 New Jersey Ave, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Dept. of Transportation 395 E. Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act. 1921</p>	<p>Nearest Packers and Stockyard Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

(Updated Version - November 2014)